

Meeting Minutes

Call to Order

The in-person LCB meeting was called to order by Chair Jessica Cosden at approximately 10:02 a.m. The Pledge of Allegiance was recited.

Those in attendance introduced themselves. MPO staff recorded the roll. There was a quorum.

Those members in attendance included:

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
An elected official from the MPO Board to serve as the official Chairperson.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Michelle Peronto (Absent) Candace Monroy (Present)	FDOT	Dale Hanson (Absent) Paul Simmons (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Nicole Negron (Absent)	DCF	Bryan DeLaHunt (Absent)	DCF
C. A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible	Roger Lloyd (Absent)	Lee County School Board	David Rivera (Absent)	
D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Adam Long (Present)		Shantel Chapman (Absent)	
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	Sgt. James Lear (Present)		Andrew Satterelee (Absent)	
F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Mariel Orengo (Absent)	Lee County Human Services	Kellie-Ann Torres (Absent)	

G. A person representing the Elderly in the county	(Vacant)		(Vacant)	
H. A person with a disability representing the disabled in the county	Paul Lewis (Present)		(Vacant)	
I-1. [One of Two] Citizen Advocates in the County	(Vacant)		(Vacant)	
I-2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	Kathleen Hoover (Present)		(Vacant)	
J. A local representative for children at risk	Vacant		Vacant	
K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit Systems Board, except in cases where they are also the Community Transportation Coordinator.	N/A		N/A	
L. A local representative of the Florida Department of Elder Affairs	Vacant	Area Agency on Aging	Vacant	Area Agency on Aging
M. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC.	Michael Griffin (Present)	SWFL Transportation	Ryan Williams (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Signe Jacobson (Absent)	AHCA	Lonnie Thompson (Absent) Alana Watson (Present)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jah-Mau Lambert (Absent)	Career Source SWFL	Vacant	Career Source SWFL
P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Heidi Shoriak (Absent)	Lee Health Systems	Kim Anderson (Present)	Lee Health Systems
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Present)	Agency for Persons with Disabilities	Donna Fain (Absent)	Agency for Persons with Disabilities

Also in attendance: Carlos Menjivar and Virginia Walters with LeeTran; and Brian Raimondo and Don Scott with the Lee County MPO.

Agenda Item #1 - *Approval of the Minutes from the September 1, 2021 Meeting

Mr. Paul Lewis made the motion to approve the meeting minutes from September 1, 2021. Mr. Michael Griffin seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #2 - Public Comments on Items on or not on the Agenda

There were no public comments on items on or not on the agenda.

Agenda Item #3 - *Election of a Vice-Chair

Mr. Brian Raimondo presented this agenda item for the election of a Vice-Chair. He added pursuant to the By-Laws of the LCB under ARTICLE IV, Section A, Paragraph 2, the election for the Vice-Chairperson shall be at the last regularly scheduled meeting of the year. He said currently, Michael Griffin is the LCB Vice-Chair. Mr. Raimondo explained the role, history, and how the Chair is decided. Chair Cosden asked if anyone else was interested in being Vice-Chair. No other member indicated interest in being Vice-Chair. Chair Cosden also mentioned she rarely misses meetings, so the Vice-Chair is generally not required to serve. Chair Cosden asked if Mr. Griffin was still interested in being Vice-Chair. Mr. Griffin replied yes.

Mr. James Lear made the motion to approve the re-election of Mr. Michael Griffin as Vice-Chair. Ms. Leah Watson seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #4 - *Review and Approve TDSP

Mr. Raimondo presented this agenda item for the review and approval of the Transportation Disadvantaged Service Plan (TDSP). He reviewed the history of the TDSP and referred to the changes that had been made to the TDSP that were included in the agenda packet and posted to the MPO website. Mr. Raimondo said the TDSP might also be updated in May with population data. The committee briefly discussed the changes made to the document. Chair Cosden asked if there were any questions. There were no questions. She asked for a motion for approval.

Ms. Candace Monroy made the motion to approve the TDSP. Mr. Paul Lewis seconded the motion. A roll call vote was taken with all in favor. The motion passed unanimously.

Agenda Item #5 – *Review and Approve LeeTran’s Annual Operating Report FY 2020/2021

This item was tabled to the next meeting being held in March 2022.

Agenda Item #6 – *Review and Approve Annual Expenditure Report

Mr. Raimondo presented this agenda item for the review and approval of the Annual Expenditure Report (AER). He explained the report and purpose. Chair Cosden asked for a motion to approve.

Mr. Michael Griffin made the motion to approve the Annual Expenditure Report. Ms. Candace Monroy seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #7 - *Endorsement of FTA Grant Applications for Operating and Capital Assistance

Mr. Raimondo presented this agenda item for the endorsement of FTA grant applications for operating and capital assistance. He then referred to the new FDOT representative. Ms. Candace Monroy introduced herself as the FDOT transit representative for several counties of District One. Mr. Raimondo said he did not receive any FTA grants to present for this agenda item. This item was tabled to the next meeting being held in March 2022.

Agenda Item #8 – Program Updates

Mr. Raimondo presented this agenda item on program updates. He explained the CTC evaluation was not done last year due to LeeTran being the emergency CTC for Lee County. He mentioned this year, the CTC evaluation will be done and asked for two to three volunteers. Ms. Kathleen Hoover volunteered. Chair Cosden said additional volunteers could contact Mr. Raimondo.

Agenda Item #9 – CTC Updates and Reports

Mr. Carlos Menjivar with LeeTran presented this agenda item on the CTC updates and reports. He reviewed the following report: [LeeTran Stats](#) Mr. Menjivar also mentioned driver shortages. The committee briefly discussed trips, booking requirements, scheduling, seasonal increase, future plans, gathering suggestions from other areas, TD trips scheduling availability, medical trips approved under dialysis, sharing drivers, flex-drivers, additional training, reasons for driver loss, other companies, traffic, deciding standards for on-time service, current definition for on-time service, current statistics, delivery standards and requirements, ADA corridor, dialysis centers and proximity, scheduling hours for pick-ups later in day, walking to pick-up locations in corridor, following criteria set forth by TD Trust fund, using only accidents reported on TD Trust fund trips, new pilot program for on-demand trips to replace fixed Route 150 in Bonita, cost of on-demand service, number of drivers and vehicles being used, type of vehicles being used, some funding being contributed by Bonita, past ridership on Route 150, current bus line corridor/route, service area for on-demand service, name of on-demand service, hours of on-demand service, booking on-demand service, use of Uber app to book on-demand trips, public information and marketing of on-demand service, shuttles to beach in Bonita, various LeeTran meetings, LeeTran data for reports and format, mapping LeeTran trips for origin and destination, updates of fair boxes on fixed routes, and implementing fair boxes for paratransit once perfected on fixed route system.

Agenda Item #10 - Member Comments

Ms. Monroy provided a brief report for FDOT that included information on grant applications and funding opportunities, training opportunities, triennial reviews, and mobility week. The full report can be viewed here: [LCB FDOT Report](#) Mr. Raimondo also discussed the current LCB vacancies. He mentioned the next meeting was being held on March 2, 2022. He asked again for volunteers for the CTC evaluation. He thanked everyone for coming.

Chair Cosden thanked everyone for their attendance.

The meeting was adjourned at approximately 11:05 a.m.

An audio recording of the entire meeting can be accessed here: <https://soundcloud.com/user-390911534/10-20-2021-lcbwma?si=21b233de69c74d429e80d2bc39f79a58>

*Action Items *May Require Action

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